

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
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TO: All Elected Assessing Officials and their Employees and Vendors

FROM: Diana Boylls, Training Director

DATE: April, 2008

SUBJECT: Indiana Chapter of IAAO Courses for 2008

The Department of Local Government Finance (DLGF) in conjunction with the Indiana Chapter of the International Association of Assessing Officers (ICIAAO) will sponsor IAAO courses as a continuing education offer to all assessing officials.

The DLGF will pay the registration fees for **two employees** from each Township or County to attend these sessions. Eligible registrants are County Assessors or Deputies, Township Assessors or Deputies, Township Trustee Assessors or Deputies, County Auditors and appointed members of the PTABOA. **All others (vendors) must enclose a check for \$450.00 with their completed registration form.**

In order for the DLGF to pay the registration, registrants must sign both an AM and PM sign in sheet and take the exam at the end of the course. Successful completion of the exam is not a requirement. **Those who do not attend the entire course or do not take the exam will be responsible for payment of the registration fee to ICIAAO. Anyone who registers for the course and cancels within ten days of the class or who does not attend any part of the course, without specific approval from ICIAAO, will also be responsible for payment of the registration fee.**

Registration will be on a first come first serve basis and will be held to a maximum of 50 people and a minimum of 25 people. **No on-site registration will be accepted.**

COURSE OFFERINGS

The following courses will be offered during 2008:

Course 101: "Fundamentals of Real Property Appraisal"
Course 102: "Income Approach to Valuation"
Course 300: "Fundamentals of Mass Appraisal"
Course 400: "Assessment Administration"

Classes will be held on the IVY Tech campuses in Columbus, Kokomo and Valparaiso.

The Columbus campus is located at 4475 Central Avenue.

From US 31, turn onto Central Avenue and go approximately 1.3 miles. You will cross Rocky Ford Road and Poshard Drive. The campus is just past Poshard Drive.

The Kokomo location is 1815 East Morgan Street.

From US 31, turn east on East Morgan Street and go approximately 0.3 miles.

The Valparaiso location is 2401 Valley Drive.

From US 30, turn onto South Washington Street and travel approximately 1.9 miles. Turn right onto East Glendale Boulevard and then left on N. Valparaiso Street. Go approximately 0.2 miles and turn right onto Wall Street, then turn left on Valley Drive.

TEXTBOOKS

Recommended textbook and the cost of the textbooks for IAAO members and/or non-members:

Textbook	Price	Class
<u>Property Assessment Valuation</u>	\$25.00	Course 101, 102
<u>Mass Appraisal of Real Property</u>	\$25.00	Course 300
<u>Property Appraisal and Assessment Administration</u>	\$40.00	Course 400

Enclose a check for the book ordered with your registration or you may purchase these texts on the internet at www.iaao.org/publications/books. You do not need to purchase a new book if you already have one of the above. Books will not be mailed to individuals, but will be available the first day of class at the class site.

TIMES

Classes will begin promptly at 8:00 AM and end at 5:00 PM (local time at the class site). On Friday, the examination will begin at 8:00 AM and convene at 12:00 PM.

OVERNIGHT LODGING

The DLGF will not be responsible for overnight lodging reservations. The registrant shall take total responsibility for his/her own arrangements.

PER DIEM

In accordance with the rules promulgated by the DLGF governing the payment of travel expenses associated with approved training sessions, any assessing official (township assessor or

township trustee/assessor and their deputies), county assessor (and deputies), county auditor or PTABOA member who attends this session is entitled to receive a mileage allowance and the per diem as set by the county in which the official resides, under the travel rules of the county*. A person is entitled to a round trip mileage allowance only for travel between the person's place of work and the training site nearest to the person's place of work. Claims are to be paid, without regard to appropriation, from either the county general or cumulative reassessment fund.

*If a county does not have an approved travel policy, the participant's reimbursement will be governed by the travel rules of the State of Indiana in effect at that time.

CERTIFICATION OF ATTENDANCE

Registrants will receive a certificate of attendance on-site, and should use this certification as proof of attendance to claim any reimbursement. A copy should be maintained to verify continuing education credits earned to compare to the yearly report issued by the DLGF.

REGISTRATION

On-site registrations will not be accepted! Please complete a copy of the attached registration form for all individuals who plan to attend each class. All registration forms **MUST BE POSTMARKED** no later than two weeks prior to the class. **Please check the individual classes on the registration form for the dates for each class. The deadline for registration will be two weeks prior to that date. If enclosing a check please mail together with registration and include the name of the registrant on the check.**

REGISTRATION FEE

Registration for the class is **FOUR HUNDRED AND FIFTY DOLLARS (\$450.00)**. Registrants who qualify for DLGF payment DO NOT include payment for registration. All others (vendors) must include payment at the time of registration. Checks should be made out to: Indiana Chapter of IAAO or ICIAAO.

SPREAD THE WORD

In an effort to provide all members of the assessing community with the opportunity to receive this information, please share the contents of this notification with your **entire** staff as well as your county PTABOA (Property Tax Assessment Board of Appeals) members.

If you have questions, or need additional information, please call Tom Owens at 812/379-1505.

KEEP THIS INFORMATION

A reminder letter will be sent with the quarterly Level I and II class information, but please keep this memo and a copy of the registration form in your files.

There will not be another complete memo sent out this year.

REGISTRATION FORM FOR IAAO CLASSES

Please register me for the following IAAO classes:

Course Name and Number	Location	Date	Register by "X"ing this box
Fundamentals of Real Property Appraisal #101	IVY Tech, Kokomo	May 12-16, 2008	
Fundamentals of Real Property Appraisal #101	IVY Tech, Columbus	May 19-23, 2008	
Fundamentals of Real Property Appraisal #101	IVY Tech, Valparaiso	September 15-19, 2008	
Income Approach to Value #102	Ivy Tech, Columbus	July 14-18, 2008	
Income Approach to Value #102	IVY Tech, Kokomo	August 4-8, 2008	
Fundamentals of Mass Appraisal #300	IVY Tech, Columbus	October 13-17, 2008	
Assessment Administration #400	IVY Tech, Columbus	December 8-12, 2008	

Name: _____ Maiden: _____

Address: _____

City, State, Zip: _____

Phone: Home: _____ Business: _____ Cell: _____

Title: _____

(If vendor, please list company; if county or township employee, please list complete title and county)

Item	No. of Copies	Price	Total Due
Property Assessment Valuation		\$25.00 each	
Mass Appraisal of Real Property		\$25.00 each	
Property Appraisal & Assessment Administration		\$40.00 each	

Registration Fee \$450.00* _____

*No charge for local elected officials and employees

Total Due: _____

(Please make check payable to: Indiana Chapter of IAAO)

Mail completed registration form and payment to: **Diana Boylls, Training Director, Dept of Local Government Finance, 100 N Senate Ave, Rm N1058, Indianapolis, IN 46204.**

If you do not need to include a check with the registration form, you may fax the form to Diana Boylls at **317/232-8779**.